

**City of Glendale  
Library Advisory Board Meeting Minutes  
Glendale Public Library, Main Library, Large Meeting Room  
5959 West Brown Street  
Glendale, Arizona 85302**

**Wednesday, September 9, 2015  
6:00 p.m.**

**I. Call to Order**

Vice Chairperson Sommer called the meeting to order at approximately 6:00pm. Board members Fallucca, Aborne, Collett, Koory, and Chairperson Wilson (arrived at 6:21pm) were present. Board member Shelly was absent and excused.

Erik Strunk, Community Services Director, Michael Beck, Chief Librarian, and Karen Reed, Library Manager, were present from the City of Glendale.

Vice Chairperson Sommer introduced Vice Mayor, Ian Hugh, and welcomed him to the meeting. He stated on behalf of the Council they truly appreciate the Boards and Commissions. Vice Mayor Hugh stated he served on a variety of boards himself. He said this Board and the Parks and Recreation Board also have teen volunteer members and that makes the Library Board and the Parks Board special. Again, he thanked the Board members for their volunteerism.

The Board thanked him for coming to the meeting. Vice Mayor Hugh left the meeting.

Also in attendance was Dominic Fallucca, son of Board member Fallucca.

**II. Approval of Minutes – June 10, 2015**

Vice Chairperson Sommer asked if there were any revisions or corrections to the minutes of June 10, 2015.

Board member Aborne stated she would like to add the following after the second paragraph under Item II. Approval of Minutes, "Board member Aborne noted the summary minutes have not been posted on the website for the March 11, 2015 meeting".

Board member Aborne stated she would like the dollar amount included in the minutes regarding the award of the LSTA grants. Mr. Beck said he could gather that information.

Board member Aborne stated she had a clarification under Item X., Library Advisory Board Comments and Suggestions. She would like it to read as follows:

Board member Aborne thanked Board member Fallucca for all the research on the March 11, 2015 minutes. She suggested the Board be alerted when staff presents information to the City Council regarding the proposed dispenser. Board member Aborne also suggested the Board see any presentations prior to staff presenting to the Council so that they could provide feedback or a final review. Also, she would like to have the Yucca District host a community meeting regarding only the library if possible. Board member Aborne suggested that staff provide information to the Board prior to presenting to City Council for final approval. She said she is looking to promote Wee Readers at Westgate. Last, she thanked the grant writers for their great work.

Board member Aborne suggested the cost of the community meeting be funded from the Council member's budget. She has already been in contact with Council member Chavira regarding this proposal.

**Vice Chairperson Sommer called for a motion.**

**Board member Koory made a motion to accept the minutes as amended. Board member Collett seconded the motion, which was approved with a vote of 5 - 0.**

**Approval of Minutes – August 8, 2015**

Vice Chairperson Sommer called for a motion for the minutes of August 8, 2015.

Board member Aborne stated Board member Koory asked for clarification regarding the Board secretary. Board member Aborne said the ordinance states the Board should vote on the secretary position. She would like this information added to the minutes.

Board member Aborne would also like the number of surveys received noted although the majority of them were from the Foothills Library. There were over 135 responses.

Board member Aborne stated Item VIII. should read, "Board member Aborne moved, not motioned".

Board member Aborne stated Item IX. should read, "Board member moved, not motioned".

Chairperson Wilson asked that the 70 blackout dates when parking would not be provided at the proposed library across from the Cardinals' Stadium be included in the minutes.

Chairperson Wilson would like the information or slide included as to how the Board reached their conclusion based upon the financial benchmarks with which they were given. She would like information inserted under Item VI., Possible Western Branch Library Service Concepts. Staff stated the financial information could be inserted into the minutes if the Board wished.

**Vice Chairperson Sommer called for a motion.**

**Board member Koory made a motion to approve the August 8, 2015, minutes as amended. Board member Fallucca seconded the motion, which passed with a vote of 6 to 0.**

Chairperson Wilson assumed the gavel.

**III. Business From The Floor**

Chairperson Wilson called for any business from the floor. There were no comments.

**IV. Western Area Branch Library Recommendation**

Chairperson Wilson called for this item.

Mr. Strunk provided information to the Board in memo form noting the various concepts, concerns and ideas. After the Board deliberated, staff composed information regarding the Board's comments and concerns. Mr. Strunk thanked them for their time. He stated the Board was provided a copy of communications between staff and Council as they had previously requested.

Board member Aborne asked why staff sent a memo immediately following the Library Board's Retreat to the Community Development

Advisory Committee to discuss this. Mr. Beck said this may have been a mistake and the wrong letterhead may have been used. This memo was not sent to another Board.

Mr. Strunk explained the Community Development Advisory Committee oversees federal monies and would not play a part in the Western Area Library Concept.

Mr. Strunk continued and stated all the information was provided to the Mayor and Council for their consideration, and will be presented on October 20, 2015, at City Council Workshop. At this point, Mr. Strunk asked the Board if they need any clarification regarding any information previously provided and also the Board should make a motion to forward to the City Council for their consideration.

Mr. Strunk gave a PowerPoint presentation reviewing each slide. He stated the Board had agreed upon a modular building to be located at Heroes Regional Park. He stated the ongoing annual cost would be approximately \$483,735 with a construction cost of approximately \$1.75 million to \$2 million. Mr. Beck reviewed the Board's discussion items regarding the modular building. He reviewed each bullet item for the Board.

Mr. Beck said this site is very flexible and easily accessible. There are no blackout dates or "no parking dates" at this location, which was the original location for the library. The Board had reached consensus that this is the most viable of the five options presented at their Board Retreat.

He asked for questions or comments.

Vice Chairperson Sommer said she felt this is the most viable option and has no other questions.

Board member Koory agreed.

Chairperson Wilson stated she felt this summarized what was discussed. She wanted to keep in mind that there might be some grant money through the Arts Commission to make the outside of the building design very innovative and different. She also thought there might be something exceptional that could take place with the

landscaping. She would like something special about this library to make it unique.

Mr. Beck said as the process continues, conceptual plans could be provided.

Board member Aborne would like to pull in local builders who might want to keep it local and keep it innovative. She suggested a contest with local students.

Board member Koory asked if it could be made bigger. Mr. Beck said that it would be possible to expand the modular building(s) or the site in the future.

Mr. Beck said as part of the Retreat, decisions would be made public. In a review of information, he stated staff will coordinate efforts with the City's Marketing and Communication Department; conduct at least two public meetings held in the Yucca District; utilize Library Advisory Board and Friends members; have surveys and opportunities available at each branch location and P&R facilities; create a special website to provide context and input; create a telephone hotline and voicemail; conduct online user surveys through our social media outlets; and compile public feedback for further discussion.

Board member Aborne would like to include Ocotillo residents in the process as they are included in the underserved area. Mr. Beck made note.

Mr. Beck said all information would be compiled for presentation purposes.

Board member Aborne verified that the above information would be provided to the Board and to the Council. Mr. Beck said yes.

Board member Koory would like staff to reach out to the schools.

Board member Aborne was concerned about rumors. She spoke about rumors she heard during the time the Foothills Library was potentially for sale.

Chairperson Wilson asked what staff and the Board is seeking when the outreach is being conducted. Mr. Beck said services, programs,

items and materials, and the viability. Mr. Beck said the community would be included in the decision-making.

Board member Aborne verified the community outreach is not for them to choose the option, but to see what the Board has recommended. Mr. Strunk said yes.

Mr. Strunk explained the Council process to the Board regarding the next steps.

Board member Aborne was concerned with the public having access to minutes, agendas, and other information. She was asking how staff would control rumors prior to the October 20, 2015 Council Workshop. Mr. Strunk said staff would address and answer any questions as they are asked prior to the Workshop.

Board member Aborne brought up an article in *The Glendale Star*.

Board member Koory asked if general fund money could be used. Mr. Strunk said no. As everyone knows, not all information in the newspapers is always correct.

Mr. Beck confirmed only DIF monies are available for the use of the library.

Board member Aborne wanted to be sure the public knows they were limited in the parameters used for deciding on a western area library facility. She wants the public to realize this factor. She is concerned about the rumors which may begin and that the citizens might think they will never receive a better library, only this proposed modular building. She would like this fact included in the motion.

Mr. Beck said staff tried to be consistent with the each proposal similar in size and in costs.

Board member Aborne said the public might question why they are receiving a 7,500 square foot modular building when they were promised a 35,000 square foot permanent library structure years ago.

Board member Collett said this was the area that was earmarked and this does not have any parking limitations as other facilities.

Chairperson Wilson reminded that any interested parties can access minutes, agendas, reports, and any other needed information the Board has reviewed so they can understand why the Board reached the conclusion and made a decision for the modular building.

Chairperson Wilson called for a motion.

**Board member Koory made a motion stating the Library Advisory Board is in favor of modular building(s) at the Heroes Regional Park. Vice Chairperson Sommer seconded the motion, which passed with a vote of 6 to 0.**

Board member Aborne stated she is still bothered by the motion.

Vice Chairperson Sommer asked if she was interviewed by the media, if she can provide information. Mr. Strunk said yes, this is public information. He said to feel comfortable referring them to city staff if needed.

**v. Development of Library Advisory Board 2015-2016 Action Plan**

Chairperson Wilson called for this item.

Mr. Beck reviewed the Action Plan for the Board which was tabled at the August Retreat. He said he had attached last year's goals for their convenience. He reviewed key questions and asked for the Board's comments.

The Board agreed to continue to meet monthly.

Board member Aborne said the Code of Ordinances states a secretary should be elected. She suggested staff research and verify this issue and revise the Code if they use staff as a secretary rather than voting in a member of the Board. She said they may be in violation of the law.

Mr. Strunk said staff can get clarification from the Government Services Committee and return before the Board.

Chairperson Wilson asked why they are a Board and not a Commission. She asked if previously they were a Commission. She asked the difference between a Board and Commission.

Chairperson Wilson stated they need to figure out a way to recruit teen board members.

Board member Aborne stated she has actively been trying to recruit teen board members. She said the city's website continues to show the Mayor's teen board members and she wishes to team up with the "PR" shown to the Mayor's board. She said she has written to her Council member and asked to be included on the district newsletter to recruit teens and she has received no answer.

Chairperson Wilson stated the American Library Association is rolling out a new program called Libraries Transformed. She distributed information to the Board members. The perception needs to be changed to teach that libraries are essential.

Board member Aborne said they need to come up with a better way to promote Wee Readers. This program has been taking place for approximately two years at Westgate. She was hoping for a large display located at each library.

Mr. Beck stated the Library does over 1,300 programs a year and does its best to promote each one. He said this could be included as a goal if the Board wishes to promote all programs and activities.

Vice Chairperson Sommer said they should continue to promote all community programs as a goal.

Chairperson Wilson summarized the Board would like to, 1) promote representation; 2) libraries as transformational and 3) increase program attendance.

Chairperson Wilson asked for a motion.

**Vice Chairperson Sommer made a motion to add three goals to the FY15-16 Action Plan. Board member Fallucca seconded the motion, which passed with a vote of 6 to 0.**

Chairperson Wilson would like to hear from the teen librarian to explain how she or he works with the teens in order to gather information as to how the Board can better recruit a teen member.



Board member Aborne stated board members should email the Chair if they have items they wished to see on the agenda.

**VI. Chief Librarian Update**

Chairperson Wilson called for the Chief Librarian Update. Mr. Beck presented updates on the following:

- Hoopla, Envisionware, and Edelweiss – Mr. Beck said there are a number of electronic enhancements being made to the library system. He explained the Hoopla video streaming service and how it functions. He said there is no wait time and no late fees when using Hoopla. Mr. Beck said Envisionware is new to the library and is PC management software which will help improve customer computer service delivery and experiences. He also said Edelweiss would be used to improve library collections and provide collection metrics. It will help staff to gather what purchases of which materials need to be made.
- Upcoming Programs – Mr. Beck distributed the September and October Events pamphlet.
- Other – There are positions posted and opened in the Library.

**VII. Library Advisory Board Comments and Suggestions**

Chairperson Wilson asked the Board members for comments.

In response to a question from Board member Koory, Mr. Beck said there is no history of what items were read in the current system for privacy purposes.

Mr. Strunk thanked Mr. Beck for his assistance to recent refugees new to our city, community and country. Mr. Beck has been instrumental in helping to accommodate this group so they may have the opportunity to learn the culture and history of Arizona.

Board member Koory said she was excited to be part of this Board.

Board member Collett said she was excited about this idea regarding literacy with the refugees.

Board member Aborne said she commends Mr. Beck for his willingness to assist with the literacy program for the refugees.

She also noted the city's website is missing some of the Board's meeting minutes. Mr. Beck said the retreat summary minutes are now on the website, but will follow up with the City Clerk to see which minutes need to be uploaded. She added March 11, 2015 is still missing as well. Board member Aborne said March is very important.

Board member Fallucca thanked the staff for their assistance.

Chairperson Wilson said she commends staff for the smart use of technology by streamlining some of the library uses. She is looking forward to the incorporation of the management software programs.

**VIII. Adjournment**

With no further business, Chairperson Wilson called for a motion.

The meeting ended at 8:05pm.

The next regular meeting will be in the Large Meeting Room at the **Main Library** on **Wednesday, October 14, 2015, at 6 PM.**